

**NORTH CAROLINA CRIMINAL JUSTICE  
EDUCATION AND TRAINING STANDARDS COMMISSION**

**MINUTES**

**DATE:** November 18, 2016

**TIME:** 9:00 A.M.

**LOCATION:** Wake Technical Community College - Public Safety Education Campus  
Raleigh, North Carolina

**SUBMITTED BY:** Steven G. Combs  
Director

**MEMBERS PRESENT**

Mr. Gregory Baker  
Chief Chris Blue  
Eddie Caldwell  
Chief Scott Cunningham  
Mr. David Dail  
Mr. Ray Davis  
Mr. Richard Epley  
Captain Lee Farnsworth  
Mr. James Fisher-Davis  
Chief Jay Fortenbery  
Chief Tim Hayworth  
Mr. Brent Herron  
Deputy Chief Brian James  
Ms. Teresa Jardon  
Mr. Steve Johnson  
Chief Tim Ledford  
Ms. Tracy McPherson  
Mr. Nathan Mizell  
Chief James Moore  
Dr. Kenneth Mullen  
Chief Deputy Marshal Ricky Parks  
Chief Ron Parrish  
Mr. Trey Robison  
Mr. Bob Schurmeier  
Mr. Michael Slagle  
Mr. Charles Walston  
Ms. Angela Williams

**MEMBERS ABSENT**

Captain Marianne Bond  
Colonel Bill Grey  
Chief Bill Hollingsed  
Ms. Robin Pendergraft  
Mayor Bobby Kilgore  
Mr. Jeff Welty

**I. CALL TO ORDER**

Commission Vice-Chairman Eddie Caldwell called the meeting to order. Ms. Donna Byrd, Clerk to the Commission, administered the Oath of Office to the following new members: Chief Chris Blue, who represents the North Carolina Police Executives Association and Chief Jay Fortenbery, who was appointed by Governor Pat McCrory. Ms. Byrd administered the Oath of Office to the reappointed member: Chief Tim Ledford, who represents the North Carolina Association of Chiefs of Police. Commission Vice-Chairman Caldwell read the Ethics Responsibility into the minutes. He declared that a quorum was present and welcomed all visitors to the Commission meeting.

Commission Vice-Chairman Caldwell welcomed Diane Konopka, new Director to the Sheriffs' Standards Division.

## II. PRESENTATION OF RESOLUTIONS IN MEMORIAM

Commission Vice-Chairman Caldwell entertained a motion to approve a Resolution in Memoriam for Officer Robert James Bowling of the North Carolina Division of Motor Vehicles License & Theft Bureau, who died in the line of duty on May 21, 2015. Vice-Chairman Caldwell read the Resolution in Memoriam into the minutes.

**MOTION was made by Commissioner James Moore to approve the Resolution In Memoriam for Robert James Bowling; seconded by Commissioner Ron Parrish. The MOTION carried unanimously.**

Commission Vice-Chairman Caldwell entertained a motion to approve a Resolution in Memoriam for Officer Anthony Edward Lossiah of the Cherokee Police Department, who died in the line of duty on October 6, 2015. Commission Vice-Chairman Caldwell read the Resolution in Memoriam into the minutes.

**MOTION was made by Commissioner Moore to approve the Resolution In Memoriam for Robert James Bowling; seconded by Commissioner Parrish. The MOTION carried unanimously.**

## III. AWARDING OF ADVANCED CERTIFICATES

[Agenda Memorandum No. 04-16]

Commission Vice-Chairman Caldwell reported that staff had evaluated the applications of all one hundred and thirty-seven (137) candidates. There were one hundred and twenty-four (124) candidates for the Advanced Law Enforcement Certificate and thirteen (13) candidates for the Advanced Criminal Justice Certificate. He noted that each of these applicants had met the requirements to receive the Advanced Certificate and the Advanced Certificate pin.

**MOTION was made by Commissioner Scott Cunningham that the Commission award the Advanced Law Enforcement Certificate or Advanced Criminal Justice Certificate to each named individual. The MOTION was seconded by Commissioner Chris Blue and carried unanimously.**

The following individuals were present to personally receive their Advanced Law Enforcement and Advanced Criminal Justice Certificates:

Vanessa Benson	Davidson College Campus Police Presented by Ms. Tamica White
Daroyll C. Brown	Edenton Police Department Presented by Chief Jay Fortenbery
Jarryd Rauhoff	Fayetteville Police Department Presented by Captain George Urian
Christopher Bumgarner	Lenoir Police Department Presented by Commission Vice-Chairman Caldwell
Nathan J. Mizell, Jr.	Nash Community College Police Department Presented by Commission Vice-Chairman Caldwell
Justin Lee Ferrell	Newport Police Department Presented by Chief Jeff Clark and Captain Keith Lewis
Alphonso Lewis	Thomasville Police Department Presented by Commission Vice-Chairman Caldwell

Aaron Walker	Vidant Company Police Department Presented by Major Ronald McCole
Stephen Crutchfield	Wake Technical Campus Police Presented by Sergeant Wyatt Cumbo
Robert Worley	Whiteville Police Department Presented by Lieutenant Andre Jackson
Quanda Edwards	NCDPS/Division of Adult Correction Presented by Celeste Kelly, Judicial District Manager
Michael Taylor	North Carolina State Highway Patrol Presented by 1 <sup>st</sup> Sergeant Eric Badgett and Lieutenant Bobby West
Tommy Davis	North Carolina State Highway Patrol Presented by Lieutenant West
J. K. Jones	North Carolina State Highway Patrol Presented by Lieutenant West
Cleveland Atkinson	North Carolina State Highway Patrol Presented by Lieutenant West

#### IV. MINUTES OF AUGUST 12, 2016 MEETING

Commission Vice-Chairman Caldwell entertained a motion to approve the minutes of the previous Commission meeting.

**MOTION was made by Commissioner Teresa Jardon that the Commission approve the minutes of the August 12, 2016 meeting as mailed. The MOTION was seconded by Commissioner Nathan Mizell and carried unanimously.**

#### V. STANDING COMMITTEE REPORTS

##### A. Executive Committee - Chairman Eddie Caldwell

Chairman Caldwell read into the minutes a listing of Commissioners that do not have a conflict of interest with the Ethics Commission. The names are: Chief Jay Fortenbery, Chief Chris Blue, Colonel Bill Grey, Mr. Michael Slagle, Mr. Greg Baker, Ms. Tracy McPherson, Mr. Eddie Caldwell, Mr. Bobby Kilgore, Chief Richard Epley, Ms. Teresa Jardon, Mr. Charles Walston and Mr. Jeff Welty.

Chairman Caldwell asked Director Steven Combs to give an update on the Criminal Justice Standards Division. Director Combs reported that both CJ staff and Sheriffs' Education and Training Standards Commission met with legal counsel to discuss a plan in motion to participate in the National Decertification Index.

**MOTION was made by Commissioner Scott Cunningham to approve entering the officer's name and why they were suspended, date of suspension and period of suspension of all existing files; seconded by Commissioner Steve Johnson. The MOTION carried.**

\* A copy of his written report is attached.

Chairman Caldwell asked Director Mark Strickland to give an update on the Justice Academy. A copy of his written report is attached.

**B. Education and Training Committee – Chairperson Robin Pendergraft**

Vice-Chairman Steve Johnson reported that the Education and Training Committee met on Wednesday, November 16, 2016 at Wake Technical Community College, Raleigh, North Carolina.

Vice-Chairman Johnson reported that he (Steve Johnson) was nominated as Vice-Chairman of the Education and Training Committee.

Vice-Chairman Johnson reported that on behalf of the BLET Revision Committee, Jennifer Fisher with the North Carolina Justice Academy, proposed a title change to (BLET 09G) Interviews: Field and In-Custody based upon the recommendation of the BLET Revision Committee. Ms. Fisher advised this would require a rule change to 12 NCAC 09B .0205 – Basic Law Enforcement Training.

**MOTION was made by Commissioner Steve Johnson that the Commission authorize the Planning and Standards Committee to conduct a rule-making hearing to amend 12 NCAC 09B .0205 – Basic Law Enforcement Training as follows: Modify the language in paragraph (b), subparagraph (4), subparagraph (D) as follows: Change the title “Interviews: Field and In-Custody” to “Interviews”; seconded by Commissioner Lee Farnsworth. The MOTION carried unanimously.**

Vice-Chairman Johnson reported that Bob Overton, Criminal Justice Education & Training Standards Division staff presented a proposed rule change to 12 NCAC 09C .0216 – Recommendation for General Instructor Certification.

**MOTION was made by Commissioner Johnson that the Commission authorize the Planning and Standards Committee to conduct a rule-making hearing to amend the rule 12 NCAC 09C .0216 – Recommendation for General Instructor Certification as follows: remove the language “is” and add the language “shall be” and remove the language “agency head” and add the language “In-Service Training Coordinator”; seconded by Commissioner Blue. The MOTION carried unanimously.**

Vice-Chairman Johnson reported that Mr. Bill DuBois with the North Carolina Justice Academy proposed the 2018 Law Enforcement In-Service Training Topics 12 NCAC 09E .0105 upon the recommendations of the Joint In-Service Training Committee and the Juvenile Minority Sensitivity Advisory Committee.

**MOTION was made by Commissioner Johnson that the Commission authorize the Planning and Standards Committee to conduct a rule-making hearing for the 2018 Law Enforcement In-Service Training Topics as follows: [Required Topics (18 credits)]: 2018 Firearms Training and Qualification (minimum 4 credits); 2018 Legal Update (minimum 4 credits); 2018 Strategies to Improve Law Enforcement Interactions and Relationships with Minority Youth (minimum 2 credits); 2018 Equality in Policing (minimum 4 credits); 2018 Communication Skills with Persons in Crisis-De-escalation Techniques (minimum 4 credits). [Topics of Choice (8 credits)]: Law Enforcement Intelligence Update (minimum 2 credits); Leadership Through Community Partnership (minimum 2 credits); Officer Safety: Surviving Planned Attacks Against Law Enforcement Officers (minimum 4 credits); seconded by Commissioner Charles Walston. The MOTION carried.**

It should be noted that although the Justice Academy is preparing 26 hours of training, the 24 credits of mandated in-service training has not changed.

Next, Vice-Chairman Johnson reported that Felicia Banks with the Department of Public Safety proposed rule changes for 12 NCAC 09B .0235 (Basic Training: Juvenile Court Counselors and Chief Court

Counselors) and 12 NCAC 09B .0236 (Basic Training: Juvenile Justice Officers). The changes included a reduction in the total curriculum hours. The requested changes include the deletion of four topical areas and the addition of four topical areas within the Juvenile Justice Common Core Curriculum.

**MOTION was made by Commissioner Johnson that the Commission authorize the Planning and Standards Committee to conduct a rule-making hearing to amend 12 NCAC 09B .0235 – Basic Training: Juvenile Court Counselors and Chief Court Counselors and 12 NCAC 09B .0236 Basic Training: Juvenile Justice Officers as follows: Change the total hours in paragraph (a) and paragraph (e) of each rule to reflect 151 hours. Change paragraph (b), (subparagraph (1), Juvenile Justice Common Core of each rule as follows: (b)(1)(A) – Juvenile Justice Overview (deleted); (b)(1)(M) – Secure Transportation (deleted); (b)(1)(R) - Multi-Generational Workforce (deleted); (b)(1)(S) – Understanding Workplace Differences (deleted); (b)(1) – Trauma and Delinquents (added); (b)(1) – Driver and Secure Transport Safety (added); (b)(1) – DMC-Addressing DMC within the JJ System (added); (b)(1) – Verbal De-escalation for Juvenile Justice (added). Change paragraph (b), subparagraph (2), Juvenile Justice Officer Specific of rule 12 NCAC 09B .0236 as follows: (b)(2)(B) – Maintaining Documentation (increase hours from 6 to 8); (b)(2)(D) – Crisis Intervention Techniques (deleted); (b)(2)(E) – Effective Behavior Management (decrease hours from 12 to 10); (b)(2)(G) – Trauma and Delinquents (deleted); (b)(2) – Suicide Prevention and Response (added). Change paragraph (b), subparagraph (2), Juvenile Court Counselor Specific of rule 12 NCAC 09B .0235 as follows: (b)(2)(F) – Interviewing (deleted); (b)(2)(G) – Driver Safety (deleted); seconded by Commissioner Walston. The MOTION carried unanimously.**

Vice-Chairman Johnson reported that Ms. Banks proposed major and minor revisions to several lesson plans within the Basic Training – Juvenile Justice Common Core, Basic Training – Juvenile Justice Officer Specific, Basic Correctional Officer Training and Basic Probation and Parole Officer Training. The revisions are as follows: 12 NCAC 09B .0235 & .0236 – Basic Training – Juvenile Justice Common Core (b)(1)(L) – Mechanical Restraints (revised lesson purpose and one objective); (b)(1)(P) – Basic Life Support: First Aid (revised three objectives); 12 NCAC 09B .0236 – Basic Training – Juvenile Justice Officer Specific (b)(2)(F) – Health Services Overview (revised one objective).

Basic Correctional Officer Training – North Carolina Prisons Employee (deleted one objective); You and the Law (revised one objective); Mechanical Restraints: Handcuffing (revised lesson purpose and one objective); Controls, Restraints and Defensive Techniques (revised hours from 20 to 22 and added additional pressure points and the Guard Break Technique); Basic Life Support First Aid (revised three objectives); Management and Supervision of Inmates (revised one objective); Understanding Inmate Behavior (revised hours from 11 to 10 and added two new objectives); Understanding Security Risk Threat Groups (revised lesson purpose and added one new objective and revised seven objectives); Multi-Generational Workforce (revised hours from 3 to 2).

Basic Probation & Parole Officer Training – Case Management (revised two objectives); Drug Identifications (revised four objectives); Interstate Compact for Adult Offender Supervision (revised one objective); Role of Probation/Parole Witness (revised handouts); Basic Life Support: First Air (revised three objectives); Gang Awareness (revised two objectives).

The minor revisions consist of revised verbiage, grammar, and formatting, updated statistics and statutes, added videos, reordered objectives and other content updates. The following lesson plans contain minor revisions: 12 NCAC 09B .0235 and .0236 – Basic Training – Juvenile Justice Common Core – (b)(1)(B) – Basic Individual Counseling Skills; (b)(1)(D) – Working with Families; (b)(1)(E) – Characteristics of Delinquents; (b)(1)(H) – Staff and Juvenile Relationships; (b)(1)(I) – Gang Awareness; (b)(1)(J) – Situational Awareness/Risk Assessments (b)(1)(G) – Career Survival. 12 NCAC 09B .0236 – Basic Training – Juvenile Justice Officer Specific (b)(2)(B) – Maintaining Documentation; (b)(2)(H) – Contraband and Search Techniques; and (b)(2)(F) – Health Services Overview. 12 NCAC 09B .0235 – Basic Training – Juvenile Court Counselor Specific (b)(2)(D) – Risk and Needs Assessment; (b)(2)(E) – Report Writing and Documentation.

Basic Correctional Officer Training – Firearms Safety; Handgun Familiarization/Proficiency; Shotgun Familiarization/Proficiency; Low/Limited Light; Report Writing; Unlawful Workplace Harassment; Staff and Inmate Relations; Career Survival: Integrity and Ethics in the NCDPS; Prison Security Function & Procedures; Contraband and Techniques of Search; Hostage; Prison Emergencies: Prevention & Response; Transporting Inmates; Basic Expandable Baton; Tactical Handcuffing; CRDT – Edge Weapon Defense; CRDT – Weapon Retention; Employee Fitness and Wellness; Basic Life Support: CPR; Cultural Awareness; and, Understanding Workplace Difference.

Basic Probation and Parole Officer Training – Handgun Safety; Probation Law: Violations, Sanctions, Hearings; Probation Law: Arrest, Search, Seizure; Public Speaking; Targeting Offender Needs; Case Management; Drug Identification; Unlawful Workplace Harassment; Moot Court; Parole Violations/Revocations; De-Escalating Aggressive Behavior; Processing Probation Cases; Role of Probation/Parole Witness; Basic Life Support: CPR; Basic Life Support: First Aid; Employee Fitness and Wellness: and Career Survival: Integrity and Ethics. The Education and Training Committee approved the recommendations as presented.

Next, Vice-Chairman Johnson reported that Deputy Director Trevor Allen, Criminal Justice Standards Division recommended accreditation for: Henderson County Sheriff's Office – Instructor Training; South Piedmont Community College – SMI Training; Wake County Sheriff's Office – SMI Training. Reaccreditation to the following: Office of Staff Development & Training – Instructor Training; DACJJ Corrections Specialized Firearms Instructor Training; DACJJ – Corrections Specialized CRDT Instructor Training; DACJJ – Specialized RCDT Instructor Training; DACJJ – Basic Correctional Officer Training; DACJJ – Basic Probation /Parole Officer Training; DACJJ Basic Training – Juvenile Court Counselor & Chief Court Counselor; DACJJ – Basic Training – Juvenile Justice Officer. The Committee approved the recommendations as presented.

Deputy Director Allen recommended re-certification of North Carolina Central University for its postsecondary criminal justice program, for a period of 10 years, in accordance with 12 NCAC 09B .0601 – .0608. The Committee approved the recommendation as presented.

Vice-Chairman Johnson reported that Mr. Mark Strickland, Director of the North Carolina Justice Academy, requested approval of pilot authority to waive the General Instructor Certification requirement for the North Carolina Association of Chiefs of Police to deliver training at the 2017 Annual Conference that would count towards credit for in-service topic of choice. The Association will sponsor the following training sessions: CIT Response to Military Veterans in Crisis (2 hours); Surviving Verbal Conflict Verbal De-escalation (1.5 hours); Body Worn Cameras, Civilian Recordings and Social Media (1.5 hours); Leading Your Community in Challenging Times (1.5 hours); NCACP President's Task Force Forum (2 hours); and Developing a Police Chaplaincy Program (2 hours). The Justice Academy will host and coordinate the training sessions for the Association. The Committee approved this request.

Next, Vice-Chairman Johnson reported that Ms. Jennifer Fisher, North Carolina Justice Academy requested approval for major revisions made to the following BLET lesson plan: Crime Prevention – training objective changes, revisions made throughout the lesson plan, revised handouts and videos. The Committee approved the request.

Ms. Fisher briefed the Committee on minor revisions to eight (8) of the BLET lesson plans: Minor revisions were made to the following lesson plans: Arrest, Search and Seizure/Constitutional Law; Course Orientation; Criminal Investigations; Fingerprinting and Photographing Arrestees; First Responder; Interviews: Field and In-Custody; Law Enforcement Radio and Procedures; and, Responding to Victims and the Public.

Vice-Chairman Johnson reported that Director Mark Strickland briefed the Committee on the development of an annual online Refresher Lesson Plan for instructors required in accordance with recent revisions to 12 NCAC 09B .0303(c) "Terms and Conditions of General Instructor Certification." Director Strickland reported the first lesson plan has been developed and is titled, "Developing Facilitation Skills." The block of instruction is designed to help the instructor generate a creative and

innovative avenue in order to effectively facilitate knowledge and information in the learning environment by encouraging student participation.

Lastly, Vice-Chairman Johnson reported that on behalf of the Federal Law Enforcement Committee, an update on the lateral transfer of federal law enforcement officers. The Committee was handed a handout and was asked to review the provided recommendations to 12 NCAC 09B .0403 to be considered for approval at the next scheduled meeting.

**C. Planning and Standards Committee – Chairman Scott Cunningham**

Chairman Scott Cunningham reported that the Planning and Standards Committee met on Wednesday, November 16, 2016 at Wake Technical Community College, Raleigh, North Carolina.

Chairman Cunningham reported that the Committee met and the minutes from the August meeting were approved.

Chairman Cunningham reported that the Planning and Standards Committee nominated Jeff Welty as Vice-Chairman of the Planning and Standards Committee.

Chairman Cunningham reported that the Committee conducted a public rule-making hearing on several Administrative Code changes.

Chairman Cunningham reported that this set of rules would be effective January 1, 2017. He reported that Probationary Instructors must teach 8 hours [instead of 12] of evaluated commission training with the 12-month probationary period. General Instructors [certifications] will no longer expire and hours of instruction will no longer be required as long as the individual completes annual online instructor training update provided through the N.C. Justice Academy. Specialized Instructors will continue to be required to teach 12 hours in each specialized topic area within their 3-year certification period as well as complete annual online instructor training update through the Academy. Should an Instructor fail to complete annual update training, he/she will have 60 days to complete both the update training as well as deliver 8 hours of instruction in order to maintain their certification(s).

Chairman Cunningham reported that 12 NCAC 09B .0403 – Evaluation for Training Waiver – This revision clarifies requirements for active and inactive officers certified under the North Carolina Sheriffs' Commission who wish to transfer under the Criminal Justice Commission. Standards shall evaluate applicant based on a combination of criteria to coincide with requirements for law enforcement officers. Revision also addresses conditions for applicants awarded certification via the BLET challenge and for anyone elected Sheriff.

**MOTION was made by Commissioner Cunningham that the Commission adopt the following rule revision: 12 NCAC 09A .0103 – Definitions - Language in this rule under item (15) changed from law enforcement agency to “Criminal Justice Agency” to capture all agencies allowing IST Coordinator. 12 NCAC 09B .0302 – General Instructor Certification; 12 NCAC 09B .0303 – Term and Conditions of General Instructor Certification; 12 NCAC 09B .0305 – Terms and Conditions of Specialized Instructor Certification; 12 NCAC 09B .0312 – Instructor Certification Renewal; 12 NCAC 09G .0102 – Definitions; 12 NCAC 09G .0308 – General Instructor Certification; 12 NCAC 09G .0309 – Terms and Conditions of General Instructor Certification; 12 NCAC 09G .0311 – Terms and Conditions of Specialized Instructor Certification; and, 12 NCAC 09G .0312 – Instructor Certification Renewal; seconded by Commissioner James Fisher-Davis. The MOTION carried.**

Chairman Cunningham reported that 12 NCAC 09B .0203 – Admission of Trainees needed to be amended to clarify the A/B misdemeanor classes considered for admission into BLET.

**MOTION was made by Commissioner Cunningham that the Commission adopt 12 NCAC 09B .0203 – Admission of Trainees as amended; seconded by Commissioner Johnson. The MOTION**

**carried unanimously.**

Next, Chairman Cunningham reported that Ms. Whitney Belich, Legal Counsel presented a proposed revision concerning certification of instructors and the Commission’s authority to deny, suspend, or revoke an Instructor’s certification. The Committee asked Ms. Belich to present at the next meeting language for this revision.

In closing, Chairman Cunningham reported that Dr. Stephanie Crapo, State Highway Patrol Medical Director, presented recommended changes to the Medical Screening Guidelines for Criminal Justice Officers Manual. Staff and legal counsel will review and return with a proposal at the next meeting.

**D. Probable Cause Committee - Chairman Ray Davis**

Chairman Davis reported that the Probable Cause Committee met on Wednesday, November 16<sup>th</sup> and Thursday, November 17, 2016 at Wake Technical Community College, Raleigh, North Carolina.

Chairman Davis reported that the minutes of August 10<sup>th</sup> and August 11, 2016 were approved as presented.

Chairman Davis reported that Chief Tim Hayworth was reelected as Vice-Chairman of the Probable Cause Committee.

Chairman Davis reported that on Wednesday, November 10<sup>th</sup>, fourteen (14) officers/applicants were reviewed with a total of eighteen (18) alleged violations of the Administrative Code. One case involved one officer/applicant with two alleged violations for a total of fifteen (15) officers/applicants involving 20 alleged violations. No probable cause was found against eight (8) cases involving ten (10) allegations. The Probable Cause Committee found probable cause against four (4) officer involving seven allegations. Probable Cause was found against two (2) officers involving two alleged violations with the offer of a lesser sanction of a written reprimand. A continuance was granted for one officer/applicant involving one allegation.

Chairman Davis reported that on Thursday, November 17<sup>th</sup>, eleven officers/applicants were reviewed with a total of nineteen (19) alleged violations of the Administrative Code. No probable cause was found in the case of seven officers involving nine alleged violations. Probable cause was found against six officers/applicants involving seven alleged violations. One case involving one officer with three alleged violations was tabled for further investigation.

Chairman Davis related that the Committee found probable cause in two cases in which the Committee offered a lesser sanction of an “Official Written Reprimand.”

**MOTION was made by Commissioner Davis that the Commission accept a lesser sanction of agreement for Memorandum Number 15/126; seconded by Commissioner Tim Hayworth. The MOTION carried unanimously.**

**MOTION was made by Commissioner Davis that the Commission accept a lesser sanction of agreement for Memorandum Number 16/116; seconded by Commissioner Angela Williams. The MOTION carried unanimously.**

Chairman Davis asked the Commission members to review the list of individuals that staff had certified after reviewing their criminal records. He advised that the Probable Cause Committee members had reviewed and subsequently approved the issuance of certification to one individual.

**VI. OTHER BUSINESS**

None

**VII. OLD BUSINESS**

**A. Old Business**

None

**B. Legal Counsel Report**

Ms. Lauren Earnhardt distributed a document entitled "Pending Administrative Cases" for the membership's review.

**VIII. DATE OF NEXT MEETING**

Vice-Chairman Caldwell advised that the next Commission meeting is scheduled for February 15-17, 2017 at the Wake Technical Community College, Public Safety Education Campus in Raleigh, NC.

**IX. MOTION TO ADJOURN**

**MOTION was made by Commissioner Tim Ledford that the Commission adjourn; seconded by Commissioner Johnson. The MOTION carried unanimously.**